College Planning Council  
Wednesday, August 21, 2013  
Room SAC 225 --- 2:00 to 4:00 p.m.  
Minutes

PRESENT:  
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<tr>
<td>X</td>
<td>Dennis Bailey-Fougner</td>
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<td>Debora Bone</td>
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<td></td>
<td>Jill Gallo</td>
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<td>Laurel Jones</td>
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<td>Diane Goody</td>
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<td>Michael Mangin</td>
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<td>Victoria Lewis</td>
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<td>Graciano Mendoza</td>
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<td>Calais Ingel</td>
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<td>Alta Northcut</td>
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Dan Rothwell  
Barbara Schultz-Perez  
Wanda Garner for James Weckler  
Kathie Welch  
Laura Hunerberg, Student Trustee  

ABSENT: Calais Ingel, Jill Gallo  


1. Call to Order/Introductions and Welcome  
   - Meeting called to order.  
   - Laura Hunerberg Introduced herself from Student Senate.  
   - Wanda Garner sitting in for Jim Weckler.

2. Review of Agenda  
   - No change to agenda.

3. Oral Communications  
   - Members of the audience may speak to non-agenda items.  
     (2 minutes per speaker)  
     - Reminder Sept. 4th joint meeting 2:00-3:00 regular meeting and all managers 3:00-4:00 p.m.

4. Approval of Meeting Minutes –  
   Approved with correction: item 10: Victoria had said “…Cabrillo backfilled for RDA shortfall but not at 100 %.”  
   a. August 7, 2013 (Dennis/Consensus to approve)

5. September 9, 2013 Board Meeting Agenda  
   Topic Leaders-Cabinet  
   - At this time, no closed session items; start at 5:30 p.m.; includes a training session; Meritorious Service Awards that evening.  
   - Laurel reviewed the agenda; #3 & 4 may move to action items; #5 is an action item as is budget item and semi-annual report.

COMMUNICATION, CRITICAL THINKING, GLOBAL AWARENESS, PERSONAL & PROFESSIONAL RESPONSIBILITY

Cabrillo College is a dynamic, diverse and responsive educational community dedicated to helping all students achieve their academic, career, and personal development goals.
• Veteran’s program presentation: “8 Keys to Success”.
• MA program has a health and safety issue due to not having IA for clinical courses; solution is to reduce a classified position to 50% to provide funding for classified hourly IA position (This is #9 on CPC agenda).
• Last bond oversight committee year: looking to fill 3 appointments; one will be a student, 1st meeting October 31st.
• 2nd part of Board policy - review of procedures starts in Feb. Review is on 2nd read for the Board.

6. Budget Workshop Overview
   Topic Leader-Victoria
   Highlights of the state budget workshop:
   • The state fiscal picture is much improved. The governor’s revenue estimates are very conservative and a state budget surplus is expected. No mid-year budget reductions are expected.
   • RDA shortfall—The Department of Finance and the State Chancellor’s office differ in their RDA estimates. As a result, we were recently told to expect a 2% shortfall in 2012-13 RDA funds. (Based on earlier information which has since been revised, the College closed its books using 1.7% deficit factor.) Concern regarding the 2013-14 RDA funds is expected to continue until the Department of Finance and the State Chancellor’s Office agree on the availability of RDA funds.
   • Faculty Obligation Number (FON):
     o Cabrillo’s FON has been frozen at 189.6. However, the recent estimate from the State Chancellor’s Office calculates Cabrillo’s unfrozen FON at 163.6.
     o Cabrillo will work with State Chancellor’s Office to determine if the preliminary, estimated FON calculations are accurate. The current FON estimate indicates that, for purposes of meeting the FON requirement, Cabrillo has exceeded its target. If the estimate is correct, Cabrillo would not anticipate needing to hire faculty in the coming year. However, there may be other considerations for hiring faculty outside of meeting the FON.
     o State calculation for FON includes restoration, growth and workload reductions.
     o It was noted that in 2007 there were 226 full-time faculty, now we have 163. Dan raised a concern that it’s a mistake that we look at the FON as a ceiling, not a floor. We should ask “What is the best thing we can do?” rather than “What is the minimum we have to do?”
     o The Chancellor’s Office is reviewing its own numbers and Victoria will review the detail. If Cabrillo falls below the FON the fine is about $66,000 per FTE. Our strategy is to stay a little above the FON requirement in case of resignations. Victoria will report to the faculty senate on the FON.
   • Student Services allocations are not expected to be released until the coming spring. The delay is due to staffing shortages at the State Chancellor’s Office.
   • Prop 39 projects have to be approved by the Energy Commission.
   • Expenditure Increases Outpace Revenues from 2007-09 through 2013-14. (see slide).
     o There is a structural deficit; we are closing the gap but it still exists.
     o We are not a growth district. The only new revenue is COLA.
o Budget used to be $64 million, it is $57 million today.
o Strategies to balance budget are increase revenue and reduce expenditures.

Victoria reviewed the 2013-14 Budget handout.
- No significant changes for the FY 2012-13 revenue have been identified. For FY 2013-14, the following significant items were noted: COLA (1.57%), restoration funding (1.63%), negotiated salary increases (both on-going and one time), increased savings due to resignations, decreased unemployment insurance rate and an increase to medical benefits (8% overall with 50/50 cost share).
- The unrestricted fund deficit was reduced to approximately $1.1 million.
- The required reserve continues to be maintained at $3 million.
- $1.1 million from the one-time reserve has been allocated towards the projected deficit.
- It was noted that program planning will need to be funded.
- $3.8 million are estimated as carry over for FY 2013-14.
- It was noted that plans for carry over monies are needed. It’s important to be able to document how resources are spent and how the spending relates to program planning.
- Restoration: one time funds have been allocated and budgeted, in order to capture restoration. We expect to have earned restoration revenue in FY 12-13. However, restoration revenues were not included in FY 2013-14 budget. An adjustment will be made if and when earned.
- FY 2013-14 ending fund balances for General Unrestricted & Restricted Funds were reviewed. It was noted that there was an overall increase to fund balance of $1.8 million. Approximately $1.1 million was related to the restricted fund. The remaining $600,000 increase was related to the unrestricted fund.
- A comparison of ending fund balances from FY 2008-09 through FY 2012-13 was presented.
- State deferrals have been increasing over the years. However, the State has begun the process of buying back deferrals resulting in a lower deferred amount for Cabrillo (deferred amount had been $9 million and is currently expected to go down to $6 million for FY 2014-15). As state continues to decrease the year end deferrals, the College will be able to spend down some of its fund balance. However, cash flow management will continue to be critical.
- EPA funding didn’t come in until end of June 2013. The College expects to receive these funds quarterly for FY 2014-15.
- Next meeting: Review final 2013-14 budget.

7. Accreditation CPC Review
   Topic Leaders—Rachel, Kathie, Rory O’Brien
   - Overview of what Accreditation Team might be asked; hard-copy of Accreditation Self-Study reviewed by CPC members.
   - Response to Recommendation 4 of 2007 Accreditation Site Team presented: included Synopsis of sections – many refer to CPC.

COMMUNICATION, CRITICAL THINKING, GLOBAL AWARENESS, PERSONAL & PROFESSIONAL RESPONSIBILITY

Cabrillo College is a dynamic, diverse and responsive educational community dedicated to helping all students achieve their academic, career, and personal development goals.
8. Practice Questions
   Topic Leader – Laurel
   - Rachel and Rory passed out anticipated questions that might be asked by the team; CPC members discussed them in small break out groups.
   - Rory asked each of the questions and led CPC in a discussion of the responses:
     o How does CPC measure its effectiveness? - Considering purpose, roles and responsibilities of CPC as an advisory body.
     o How do decisions flow to committees from CPC?
     o How often does this group review the mission statement?
     o What are your strategic plan goals?
     o What budget documents does this committee review?
       ▪ Some colleges have separated out a Budget Oversight Committee from a Shared Governance Committee.
     o How does your committee receive program planning recommendations? And what is the process for funding program planning?
     o What is the system you use for measuring effectiveness? [See Rory].
   - Rachel previewed the 8 page User’s Guide to Accreditation that will be available on All College Day and will be reviewed in detail in a flex workshop.
     o What should you know?
     o What are the possible outcomes?
     o What to Expect for the Site Team Visit.
     o Abridged version of Accreditation Standards.
     o 6 points on planning agenda.
     o Diagrams for Program Planning and Decision-Making Process.
     o Rachel and Rory were commended for the incredible job they did.

9. MA Program Reduction
   Topic Leader - Kathie
   - MA program has a health and safety issue due to no IA; solution reduce a classified position to 70% to provide funding for classified IA position.

10. CPC Working Retreat – Friday, October 4, 2013
    Topic Leader – Laurel
    Location - Seacliff Inn Resort, 9:30 a.m. - 2:30 p.m.
    Seabreeze Conference Room, lunch provided.

11. Sharing
    None.

12. Adjourn
    Meeting was adjourned at 4:00 p.m.